



**TITLE:** Executive Director

**ORGANIZATION:** McMinnville Downtown Association

**COMPENSATION:** \$55,000-\$65,000; 120 hours PTO;

7 paid holidays (New Year's Day, President's Day, Memorial Day, Independence Day, Labor Day, Thanksgiving, Christmas); optional employer-paid health insurance; IRA eligibility after 3 years.

### **ORGANIZATION OVERVIEW**

McMinnville Downtown Association's mission is to work to promote and enhance our historic downtown as the economic, social and cultural heart of the community.

### **DESCRIPTION**

The Executive Director works closely with the MDA leadership and stakeholders to support the Organization's work. This person is responsible to act as the face of the McMinnville Downtown Association and to advocate for the mission, vision and values of the MDA.

### **ESSENTIAL DUTIES & RESPONSIBILITIES**

- Attend meetings with elected officials, developers and downtown stakeholders as directed by the Board of Directors
- Focus on the four strategic areas: Economic Vitality, Marketing and Promotions, Design as well as Preservation, Organization and Capacity Building
- Work with the MDA Board of Directors, Program Partners, and volunteer committees to cultivate a more active, vibrant and sustainable downtown
- Manage the day-to-day operation of the non-profit MDA guided by annual goals and work plans as directed by the Board of Directors
  - Develop a sustainable funding plan
  - Supervise staff
- Manage and grow program funding through renewal of the Downtown EID, funding from the City of McMinnville, event income, sponsorships and successful grant writing.
  - Develop and oversee volunteer program
  - Facilitate relationships between MDA community stakeholders
  - Set budget expectations for committees

- Support membership outreach

## **REPORTS TO**

Board of Directors via the Executive Committee

## **AREAS OF MAJOR TIME COMMITMENT**

- Implementing the Work Plan for the year
- Meetings with downtown stakeholders and MDA volunteer committees
- Management and Operations
- Fundraising
- Membership Outreach
- Support for Events and Promotion

## **SOFT SKILLS**

- Collaborative Team Player
- Self-Motivated/Directed
- Work Independently
- Time and task management
- Outstanding verbal, written, public speaking skills
- Ability to connect with people from different backgrounds
- Ability to prioritize and adapt to changing needs of the organization

## **PREFERRED EXPERIENCE**

- Managing economic and community development initiatives
- Nonprofit organization and leadership
- Ability and confidence in fundraising, soliciting sponsorships and grant sourcing and writing
- MS Office applications, Google Drive, social media, website content management and ability to troubleshoot basic IT issues.
- Working knowledge of financial reports
- Bachelor's Degree or equivalent work experience
- Familiarity with the National Main Street Center's "Main Street Approach" to downtown revitalization

## **PHYSICAL REQUIREMENTS**

- Ability to routinely lift and move 50 pounds
- Ability to stand and sit for long periods of time

## **TO APPLY**

Please submit your resume, a one-page cover letter, and three professional references via email to Dani Chisholm, [danic@mcmenamins.com](mailto:danic@mcmenamins.com). Position is open until filled, with the first review of applications on April 20<sup>th</sup>, 2023. Incomplete applications will not be considered.